Department for Environmental Protection
KY EXCEL
Priority Authorization Incentive

May 1, 2006

The Department for Environmental Protection's Division for Air Quality, Division of Water, Division of Waste Management, and the Division of Compliance Assistance share a commitment to recognize and encourage voluntary actions that improve and protect Kentucky's environment. To that end, the Department established KY EXCEL, a voluntary program that facilitates the completion of voluntary environmental projects and establishes a sustainable process that will result in improved environmental performance and compliance.

Consistent with the goals of KY EXCEL and in an effort to provide meaningful incentives for KY EXCEL participation, the Division for Air Quality, Division of Water, Division of Waste Management, and the Division of Compliance Assistance have agreed to implement a priority authorization procedure for KY EXCEL Master and Leader level members. Authorizations include agency approvals, authorizations, permits, registrations, and registered permits by rule. This procedure does not change any authorization standards and does not remove or change any of the authorization or public participation activities or timelines specified by Kentucky statute or regulations. This procedure simply identifies the priority that will be placed on an authorization application's review when the agency is faced with an application review backlog.

This priority authorization procedure will be implemented as follows:

1. KY EXCEL Master and Leader members may request in writing that their authorization application be prioritized as defined in this procedure. An individual, written request must be made for each authorization being prioritized. Authorization applications submitted by KY EXCEL Master and Leader members will not be given a priority status unless the member requests this priority in writing.

2. KY EXCEL Master and Leader members should submit their written request for a priority authorization review to the Division program responsible for the authorization. If the member is uncertain where their request should be submitted, they may submit the request to KY EXCEL. Written requests submitted to KY EXCEL will be forwarded to the division responsible for the authorization as soon as they are received.

3. Authorization programs that receive a written priority authorization review request may verify the applicant's KY EXCEL status by contacting KY EXCEL or by reviewing the Department's TEMPO database and verifying that the applicant has an active KY EXCEL Master or Leader membership.

4. Upon receipt of the written request, the Division responsible for the review of the authorization will place a "Next to be Reviewed" priority on the KY EXCEL member's authorization application. "Next to be Reviewed" means that where there is a backlog of applications that must be reviewed by the authorizing program, the priority application will be placed on the top of the list of applications to be reviewed and will be assigned to the next available staff person. This priority does not guarantee that the authorization will be issued in an expedited manner but it does guarantee that the application will not lie idle awaiting the agency to initiate a review.

5. Division Directors are responsible for ensuring that their programs adhere to this procedure.

6. KY Excel Master and Leader members that requested a priority review in writing but do not believe that a priority review status has been applied may contact KY EXCEL for assistance. KY EXCEL will evaluate the concern and ensure that this incentive is being provided as outlined in this procedure.